Permit #F00025269

FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00025269 **Type of Permit:** FILMING **Release Date:** 03/04/2010

Production Company NBC UNIVERSAL & THEIR SUBSIDIARIES

Insured Company Name NBC UNIVERSAL & THEIR SUBSIDIARIES

Contact Phone No. 1 000-000-0000
Contact Phone No. 2
Fax
Address 330 BOB HOPE DR
BURBANK, California 91523

Production Title THE OFFICE

Type of Production TV Sitcom

Producer Randy Corday

Director Steve Carell

1st AD Rusty Mahmood

Production Manager Steve Burgess

FilmL.A. Coordinator Adrian Fayad

Location Manager Kyle Alexander
Primary Phone Office - 818-786-6666
Secondary Phone Office - 818-786-8278

Location Assistant na na
Primary Phone Office - 000-000-0000
Secondary Phone

Fees

Posting 900	$78.00
Notification Charge	$310.00
FILMLA FILM APPLICATION FEE	$625.00
LA CITY DEPT OF REC AND PARKS - FILM USE FEE	$450.00
LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$266.00
LA CITY FIRE DEPARTMENT SPOT CHECK SURCHARGE	$85.00

Total Permit Fee $1,814.00

Number of Locations 2

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Summary Information — Location

Location 1 of 2

Permit Number	F00025269	**Location Manager**	Kyle Alexander
Production Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Primary Phone	Office - 818-786-6666
Insured Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Secondary Phone	Office - 818-786-8278
Production Title	THE OFFICE		

Location Address 16610 Ventura Blvd, Encino, CA, 91436

Location Names

Location Type Restaurant

Location Description

Film Dates 3/5/2010 - 3/5/2010 06:00 - 22:00

Open or Closed to the Public Open

Generic Conditions
All vehicles must be parked on private property
Must Maintain 5' Clearance on Sidewalks/Walkways
No Cast and Crew parking on areas streets.
No interference with merchant activity
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.

Please see attached document Kyle Alexander Agents letter327.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	5
Cast/Crew vehicles	100
Cube Trucks	4
Generator	1
Honey Wagons	2
Motor Homes	2
Picture vehicles	2
Semi Trucks	5
Stakebed Trucks	2
Vans	4

Personnel on Location

Type	Quantity
Cast	10
Crew	70
Extras	50
Off-Duty/Retired LAPD Officer(s)	2
Spot Check	1

Filming Activities Drive by; Drive ups & away; Interior and exterior dialogue; Intermittent pedestrian control; Intermittent traffic control - 2 minute standard (except 0700-0900 hrs & 1500-1900 hrs); camera and equipment on sidewalk, curb lane and across street;

Jurisdiction **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Location Notes

Coordinator Note COMMUNITY SURVEY REQURIED FROM RESIDENTS WITHIN 300' FROM FILMING LOCATION AND 200' FROM POSTING/PARKING.

Parking

Base Camp
Location Type : LA City Park
Street :

Crew Parking
Location Type : LA City Park
Street :

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Production Title	THE OFFICE		

Location Address 16953 Ventura Blvd, Los Angeles, CA, 91316

Location Names

Location Type Park

Location Description ENCINO PARK

Film Dates 3/5/2010 - 3/5/2010 06:00 - 12:00

Open or Closed to the Public Open

Generic Conditions
Community Survey Obtained
Equipment vehicles may park on one side of street
Must comply with attached Rec & Park Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
No Cast and Crew parking on areas streets.
No stopping or setting up in front of merchants or residents without prior approval
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.

Please see attached document Balboa Parking.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	5
Cast/Crew vehicles	75
Cube Trucks	4
Generator	1
Honey Wagons	2
Motor Homes	2
Semi Trucks	3
Vans	4

Personnel on Location

Type	Quantity
Cast	10
Crew	70
Off-Duty/Retired LAPD Officer(s)	2

Filming Activities Equipment on sidewalk, in curb lane & across street; Exterior Dialogue; Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard; exterior walk and talk on sidewalk and grassy area, camera and equipment on grass, sidewalk, curb lane and across street ;

Jurisdiction **Political:** Los Angeles City - Council District 05 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Location Notes

Coordinator Note COMMUNITY SURVEY REQURIED FROM RESIDENTS WITHIN 300' FROM FILMING LOCATION AND 200' FROM POSTING/PARKING.

Coordinator Note 1 PARK MONITOR REQUIRED. 3/5; 06:00 - 12:00 HOURS.

Parking

Base Camp
Location Type : LA City Parking lot
Street :

Crew Parking
Location Type : LA City Parking lot
Street :

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Production Title	THE OFFICE		

Posting "No Parking" signs W/S Paso Robles, Ventura Blvd. north 300'
B/S Genesta from 4909 Genesta north 200'

Approximate Footage 601 - 900 **Log Number** 1011386

Date(s) 3/5/2010 to 3/5/2010 **Time(s)** 06:00 to 12:00

NOT A PERMIT

Appointment of Film Permits Unlimited, Inc.
As Authorized Agent and representative

I certify that I am a representative of NBC Network Television LLC ("Principal") and am authorized to enter into binding contractual agreements on it's behalf. I further certify that I am authorizes by Principal to appoint other representatives and agents for Principal and to give such representatives and agents authority to enter into and bind Principal to agreements relating to the issuance of and compliance with location film (e.g. theatrical, television, commercial and other motion picture filming) and still photographic permits, including the permits themselves and any riders to such permits. Acting on behalf of Principal in my capacity as its authorized representative, I appoint Film Permits Unlimited, Inc. and it's employees and agents ("FPU") as Principal's authorized representatives and agents to apply for location film (e.g. theatrical, television, commercial and other motion picture filming) and still photographic permits on behalf of Principal through Film LA, Inc., any city and county, or through any other jurisdiction: to negotiate, discuss, accept, modify, agree to and bind Principal to the terms and conditions of such permits (including all restrictions and /or community guidelines applicable to any such permit): and to execute such permits on behalf of Principal. Principal understands, acknowledges and agrees that it (and/or its insurer) remains responsible and liable for all obligations imposed by or Incidental to any permit or rider issued to Principal signed by an employee or agent of (including any coordinator, runner or messenger used by) FPU. Principal further agrees to comply with the terms and conditions of any such permits and hereby appoints FPU as an authorized representative to facilitate compliance with such terms and conditions following issuance of any such permits and to enter into agreements for Principal with respect thereto. Any person, agency, entity, or organization (including Film LA, Inc. and any city county or other jurisdiction) may rely upon this appointment and need not obtain further authorization for any act described herein. An original or faxed copy of this appointment shall be sufficient, and may be treated as an original for all purposes. The appointment may be revoked by Principal at any time in writing, but in any case, shall expire one (1) year from the date of execution set forth below.

I declare under penalty of perjury under the laws of the State of California that I am authorized to appoint FPU as agent for Principal, and based upon that authority I hereby appoint FPU as Principal's agent as set forth herein.

Dated: Aug. 2, 2008

NBC Network Television, LLC
Name of Principal

By: Kyle Alelo
Representative's Signature

Kyle Alexander
Print Representative's Name

Location Manager
Representative's title

13927 Saticoy St
Van Nuys, CA 91402
Principal's Address

818 786-6666
Principal's Telephone

Film Permits Unlimited, Inc.
Phone (818) 347-9929
Fax (818) 347-9784

Please sign and fax back
Principal = Name of Company

NO PERMIT

Permit #F00025269

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.

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(BALBOA SPORTS CENTER & ENCINO PARK)

NOT A PERMIT

- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.
- May only park in lot between baseball and soccer fields, closest to the soccer fields, starting at the far west end.
- May not park any vehicles in the Burbank lot at any time.
- Must maintain access to dumpsters at all times.
- Must allow dumpsters to be emptied on Monday or Tuesday.
- Must not close off the parking lot, must allow cars to be able to drive thru at all times.
- Must work around regular park patron activities.

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NOT A PERMIT

- Company must provide own security in the evening or risk being locked in by Park Rangers when they lock up for the night.
- Company must be aware that it is soccer and baseball season and there are more kids in the park than usual.

- **<u>Encino Park:</u>**
- OK to film on the sidewalk along Genesta.
- OK to have camera placement, video village and equipment carts on the grass between Genesta and Paso Robles.
- Must not interfere with the nursery school in the area.
- Must park all vehicles legally on the street.

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